



WALTON COUNTY BOARD OF COMMISSIONERS

Human Resources

303 S. Hammond Drive, Suite 331 - Monroe, GA 30655
Office: 770-267-1329 ~ Fax: 770-267-1415 ~ Email: hr.resume@co.walton.ga.us
Monday – Friday 8:00 a.m. – 5:00 p.m.

JOB OPPORTUNITY **Internal and External Notification**

WALTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

POSITION TITLE: Records Clerk, Part-Time FY16-64

DEPARTMENT: Sheriff's Office – Administration

ENTRY SALARY: \$12.20 per hour, plus pro-rated benefits

PAY GRADE: 9

REQUIREMENTS: Perform a variety of secretarial and clerical duties to assist in ensuring effective and efficient office operations. Maintains accurate records for the Walton County Sheriff's office, ensuring compliance with State laws, rules, regulations, policies, and procedures. Administers and processes civil cases, subpoenas and other documents. Assists with special projects of the department. May be required to work evenings and weekends. **RÉSUMÉS SUBMITTED WITHOUT AN APPLICATION WILL NOT BE CONSIDERED.**

MINIMUM QUALIFICATIONS: High school diploma or GED with vocational or technical training in business, bookkeeping, secretarial science or related field with a minimum of two years experience performing office operations and routine bookkeeping tasks; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain related certifications as directed by the Sheriff and state regulations.

DEADLINE FOR APPLICATIONS: 5:00 PM – April 12, 2016

REPLY TO: Walton County Human Resources – 303 S. Hammond Drive, Suite 331 - Monroe, GA 30655.

POSTED: 03/30/2016

THIS POSITION ALSO REQUIRES THE SHERIFF'S APPLICATION